



# Cardiff City Walking Football Club

## Disciplinary Procedure

### 1. Purpose

The disciplinary procedure is designed to address breaches of the club's Code of Conduct, ensuring that all members are treated fairly and consistently. It aims to resolve issues constructively and maintain a positive and respectful club environment.

### 2. Reporting an Incident

- Any member who witnesses or experiences a breach of the Code of Conduct should report the incident to a member of the club's management committee as soon as possible.
- The report should include details of the incident, including date, time, location, and individuals involved.

### 3. Initial Assessment

- A designated member of the club's management committee will conduct an initial assessment of the reported incident to determine if further investigation is required.
- If the incident is deemed minor (at the sole discretion of the club's management committee), the issue may be resolved informally through discussion and mediation.

### 4. Investigation

- For more serious incidents, a formal investigation will be initiated. This may involve gathering statements from witnesses, reviewing any available evidence, and interviewing the individuals involved.
- The investigation should be conducted promptly and impartially.

### 5. Disciplinary Meeting

- If the investigation finds sufficient evidence of a breach, the member involved will be invited to a disciplinary meeting with at a minimum of two of the club's management committee – the Disciplinary Panel.
- The member will be informed of the allegations and provided with an opportunity to present their side of the story.
- The disciplinary panel will conduct the meeting and make a decision based on the evidence presented.

### 6. Disciplinary Actions

- Depending on the severity of the breach, the following disciplinary actions may be taken:
  - **Verbal Warning:** For minor breaches, a verbal warning may be issued, with advice on how to avoid future issues.
  - **Written Warning:** For more serious or repeated breaches, a written warning will be issued, outlining the consequences of further misconduct.
  - **Suspension:** In cases of significant misconduct, the member may be temporarily suspended from club activities.

- **Expulsion:** For the most severe breaches or repeated offenses, the member may be expelled from the club.

## **7. Appeal Process**

- The member has the right to appeal any disciplinary decision.
- Appeals must be submitted in writing to the club's management committee within 7 days from the date of the disciplinary decision.
- An appeals panel constituted from the club's management committee, separate from the original disciplinary panel, will review the appeal and make a final decision.

## **8. Record Keeping**

- All disciplinary actions and related documentation will be recorded and kept confidential.
- Records will be maintained by the club's management committee for future reference.